

Office Memorandum • UNITED STATES GOVERNMENT

TO : All Area Records Officers

DATE: 1 February 1961

FROM : Chief, Records Management Staff

SUBJECT: Heat-Sensitive Copy Paper

1. About 4 years ago an Agency Notice was issued warning that heat-sensitive copy paper would deteriorate and that such paper should not be used for official documents of record. This Notice expired in 1958.

2. The National Bureau of Standards has completed a study of the stability of heat-sensitive copy paper that confirms the warning of the Notice. The Bureau estimates that under ideal storage conditions and with little use heat-sensitive copies might remain in good condition for 10-15 years. Poor storage conditions can cause deterioration within one or two years.

3. General Services Administration has now notified all Federal Agencies of the findings of the Bureau study and has requested the following action:

"Each agency should take steps to insure that documents on heat-sensitive copy paper will be excluded from the permanently held records which will become part of the National Archives of the United States."

4. Those of us who are responsible for the management of records are concerned with insuring the preservation of permanent and long term retention records sent to our own Archives and Records Center. The assistance of Area Records Officers is essential in accomplishing this objective.

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